

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120089-7

CONTROL NO. **XXXXXXXXXX**  
DDS/OL/SD 31

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)

Monthly Shipments

2. TYPE OF REPORT ☒ STATISTICAL  
☐ NARRATIVE  
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒ PERSONNEL ☐ TRAINING  
☒ LOGISTICS ☐ SECURITY  
☐ MEDICAL ☐ FINANCE

ADMIN. GENERAL  
OTHER (specify)

4. NO. OF COPIES PREPARED

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not number of copies)

7. FORMAT (memorandum, form, computer print-out, etc)  
Form

8. ADP PROCESSING  
☐ YES IF YES GIVE ADP PROCESSING NO.  
☒ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT

10. PREPARING COMPONENT (include lowest level contributing information to report)

Shipping Section

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

N/A

**12. COST FACTORS**

**A. MANUAL PREPARATION AND REVIEW COSTS**

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-6	\$3.51	1		\$3.51	12		\$42.12

**B. COSTS OF COMPUTER PRODUCED REPORTS**

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TOTAL COSTS PER YEAR

\$42.12

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Internally generated report reflecting monthly shipping statistics.

**14. FUTURE GOALS**

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☐ RETAIN AS IS ☐ OTHER (explain)  
☐ CHANGE  
☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS      DOLLARS

16. DATE OF INVENTORY

22 September 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION

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